

Chapter 7

Setting up Local Codes (Lookup Training Codes)

Chapter Overview

Purpose

This chapter will show you how to access Lookup Codes and customize some values within the OTA system to accommodate Component or local needs. Lookup Codes are used in the various LOVs to make selections such as Purpose for training, status of an enrollment, etc.



Caution: Quick Codes for other than OTA are included in the listing but should not be modified except by the System Administrator.

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See Also



Module 7, Employee Training and Development

Chapter 2, Administering Training

Sections:

Defining an Activity

Scheduling an Event

Chapter 3, Managing Enrollments, Cancellations, and Attendance

Section: Enrolling an Employee

Who Does It



You must be in the OTA Training Administrator or System Administrator responsibility to view and make Quick Code changes. Changes you make will be applicable to your Region only.

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Setting Up Local Codes, Continued

Before You Begin

Your ability to add new codes or disable codes that are supplied is determined by the access level of the Quick Code Type:

- User - You can add codes and you can disable supplied codes.
- Extensible - You can add codes, but you cannot disable supplied codes because the system uses them.
- System - You can neither add codes nor disable supplied codes. You can only change the meaning or description of supplied codes. The description does not display on the respective LOV.

User and Extensible Codes

Access Level	Data Field	Quick Codes	Use
User	Category	ACTIVITY_CATEGORY	OTA
User	Success Criteria	ACTIVITY_SUCCESS_CRITERIA	OTA
User	Status	ACTIVITY_USER_STATUS	OTA
System		BOOKING_DEAL_TYPE	Not used by DoD
Extensible	Source (of enrollment)	BOOKING_SOURCE	OTA
System		CATEGORY_TYPE	Not used by DoD
User		CIVDOD_AGR_REQUEST_ACTIONS	Not used by DoD
System		CORRESPONDENT	Not used by DoD
System		DELEGATE_BOOKING_STATUS	OTA
User	Failure	DELEGATE_FAILURE_REASON	OTA
User	Event Type	DEV_EVENT_TYPE	OTA
Extensible	Reason for Change	ENROLMENT_STATUS_REASON	OTA
System		EVENT_PRICE_BASIS	OTA
User	User Status	EVENT_USER_STATUS	OTA

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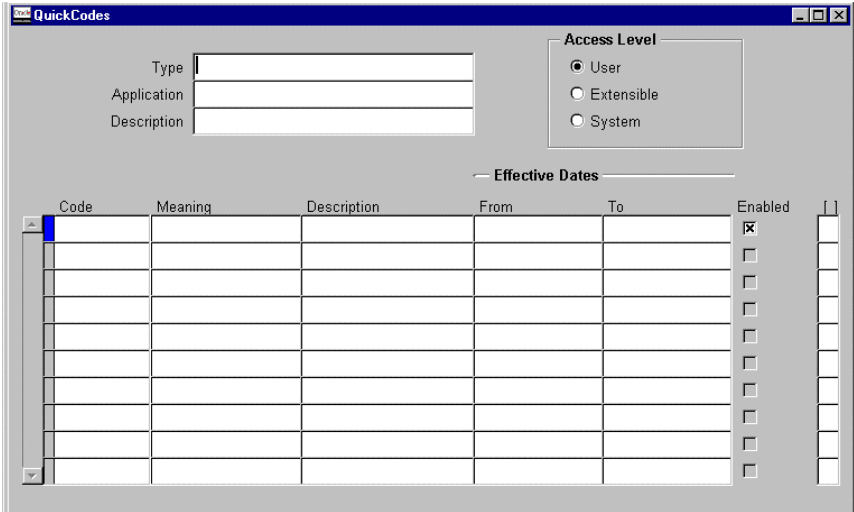
Setting Up Local Codes, Continued

User and Extensible Codes

Access Level	Data Field	Quick Codes	Use
Extensible		FINANCE_HEADER_TYPE	Not used by DoD
Extensible		FINANCE_LINE_TYPE	Not used by DoD
Extensible		FREQUENCY	OTA
Extensible		PAYMENT_METHOD	Not used by DoD
System		PRICE_LIST_TYPE	OTA
User	Priority	PRIORITY_LEVEL	OTA
User	Type (of prof credit)	PROFESSIONAL_CREDIT	OTA
User	Group	PROGRAM_MEMBERSHIP_GROUP	Not used by DoD
User	Role	PROGRAM_MEMBERSHIP_ROLE	Not used by DoD
System		RECEIVABLE_TYPE	Not used by DoD
System		RESOURCE_BOOKING_STATUS	OTA
Extensible	Type (of resource)	RESOURCE_TYPE	OTA
User	Reason	RESOURCE_USAGE_REASON	OTA
System		SCHEDULED_EVENT_STATUS	OTA
System		SKILL_PROVISION_TYPE	Not used by DoD
User	Trainer Role	TRAINER_PARTICIPATION	OTA
User	Training Center	TRAINING_CENTRE	OTA
System		TRAINING_EVENT_TYPE	OTA
User	Unit	TRAINING_UNIT	OTA

Setting Up Local Codes


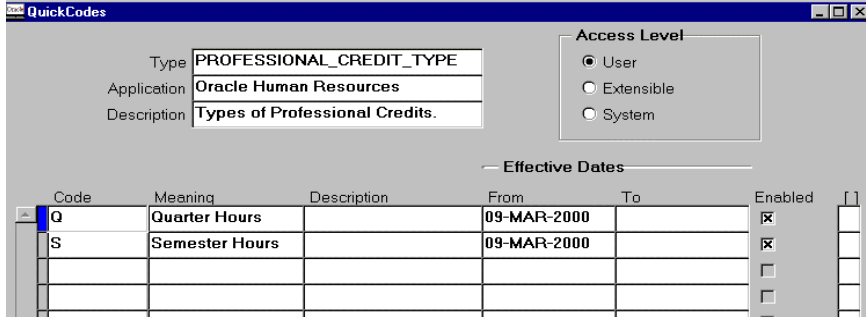
Accessing the Quick Codes Window

Step	Action														
1	On the Navigation List → <i>Setup</i> → <i>Lookup Codes</i> → <Open> .														
2	<p>The Quick Codes Window displays and includes the Access Level Region radio buttons. The Effective Dates Region has five columns, an Enabled checkbox and [] (an unused Descriptive Flexfield).</p>  <table border="1"> <thead> <tr> <th>Data Fields and Buttons</th><th>Description/Action</th></tr> </thead> <tbody> <tr> <td>Type</td><td>See User and Extensible Codes table.</td></tr> <tr> <td>Application</td><td>Oracle HR.</td></tr> <tr> <td>Description</td><td>Defines Type.</td></tr> <tr> <td>User</td><td>See “Before You Begin.”</td></tr> <tr> <td>Extensible</td><td>See “Before You Begin.”</td></tr> <tr> <td>System</td><td>See “Before You Begin.”</td></tr> </tbody> </table>	Data Fields and Buttons	Description/Action	Type	See User and Extensible Codes table.	Application	Oracle HR.	Description	Defines Type.	User	See “Before You Begin.”	Extensible	See “Before You Begin.”	System	See “Before You Begin.”
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Setting Up Local Codes, Continued


Making Quick Code Changes

Step	Action
1	With your cursor in the <i>Type</i> data field, query for the code you need.
2	When the data field populates, use the page up and page down keys to move to the next quick code category and find the code you wish to change.
3	<p>Place your cursor on a blank row or if there is no blank row, click the New Record Button  and a blank row displays. Type in the new Code. Normally, this will be a capital letter or set of letters. For example, the code under PROFESSIONAL_CREDIT_TYPE shows a “Q” for Quarter hours and an “S” for Semester Hours. If you want to add Continuing Education, type in a “C” then type in Meaning, and Description.</p> <p>◆ Example:</p> 

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Setting Up Local Codes, Continued

Making Quick Code Changes (continued)

Step	Action																														
4	The effective From date auto-populates as the date change is made.																														
5	Use the To date to stop the use of a code after a certain date. Codes may also be disabled by deselecting the “x” in the Enabled check box.																														
	<p>Note: Codes added through Quick Codes cannot be deleted. They must be end dated or disabled to remove them from the LOVs. If you disable a Quick Code you cannot insert additional records using the Quick Code, but you can query records that already use the code.</p>																														
6	Click Save on the Toolbar. When you open the window again, the codes will be alphabetical and the Enabled checkbox is selected.																														
	<p>◆ Example:</p> <table border="1"><thead><tr><th>Code</th><th>Meaning</th><th>Description</th><th>From</th><th>To</th><th>Enabled</th></tr></thead><tbody><tr><td>C</td><td>Continuing Educati</td><td></td><td>15-MAR-2000</td><td></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Q</td><td>Quarter Hours</td><td></td><td>09-MAR-2000</td><td></td><td><input checked="" type="checkbox"/></td></tr><tr><td>S</td><td>Semester Hours</td><td></td><td>09-MAR-2000</td><td></td><td><input checked="" type="checkbox"/></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td></tr></tbody></table>	Code	Meaning	Description	From	To	Enabled	C	Continuing Educati		15-MAR-2000		<input checked="" type="checkbox"/>	Q	Quarter Hours		09-MAR-2000		<input checked="" type="checkbox"/>	S	Semester Hours		09-MAR-2000		<input checked="" type="checkbox"/>						<input type="checkbox"/>
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